



66E SERIES COMBINATION LOCK MANAGER OPERATING INSTRUCTIONS

Enter each digit **SLOWLY and DISTINCTLY**. The lock signals at each entry.

TO ADD NEW USER

- Enter MANAGER combination. HOLD DOWN LAST DIGIT OF COMBINATION UNTIL LOCK SIGNALS WITH DOUBLE BEEP AGAIN AND LED STAYS ON.
- Press 1. Lock signals twice.
- PRESS NEW USER ID No. (i.e. 6) Lock signals twice.
- New user enters their own 6 digit combination twice. Lock signals twice after each valid entry.
- New user is now active.

TO DISABLE USER

- Enter MANAGER combination. HOLD DOWN LAST DIGIT OF COMBINATION UNTIL LOCK SIGNALS WITH DOUBLE BEEP AGAIN AND LED STAYS ON.
- Press 2. Lock signals twice.
- PRESS USER ID No. (i.e. 6) Lock signals once. User is now temporarily disabled.

TO RE-INSTATE DISABLED USER

- Enter MANAGER combination. HOLD DOWN LAST DIGIT OF COMBINATION UNTIL LOCK SIGNALS WITH DOUBLE BEEP AGAIN AND LED STAYS ON.
- Press 1. Lock signals twice.
- PRESS USER ID No. (i.e. 6) Lock signals once. User is now reinstated.

TO REMOVE USER

- Enter MANAGER combination. HOLD DOWN LAST DIGIT OF COMBINATION UNTIL LOCK SIGNALS WITH DOUBLE BEEP AGAIN AND LED STAYS ON.
- Press 3. Lock signals twice.

- PRESS USER ID No. (i.e. 6) Lock signals once. User is now permanently removed.

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CHANGING BATTERY (*Use only alkaline batteries*)

Repeated beeping during an opening indicates that the battery is low.

- Pull off battery cover.
- Replace battery(ies)
- Replace cover.

TO EXTRACT AUDIT FILE

First, prepare your computer and click the safe icon. Plug the tag reader into the input pad.

- Enter MANAGER code. HOLD DOWN LAST DIGIT OF COMBINATION UNTIL THE LOCK SIGNALS WITH DOUBLE BEEP AGAIN. THE LED WILL NOW COME ON.
- Press 7 to send audit file to computer.

TO CHANGE MANAGER CODE

- Enter 6 zeros – lock beeps TWICE
- Enter current Manager Code – lock beeps TWICE
- Enter new 6 digit code – lock beeps TWICE
- Enter new 6 digit code again – lock beeps TWICE

MANAGER CODE IS NOW RESET